

1 **BOARD OF SELECTMAN MINUTES**  
2 **JULY 25, 2011**  
3

4 Chairman James O'Mara called the meeting to order at 6:39pm. Selectman  
5 present: Bruce Bowler, Tom Grella, and Dwight Brew. Also present, Interim  
6 Town Administrator, Chris Rose and Minute Taker, Beth Penney.  
7

8 **Pledge of Allegiance**  
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10 Mr. O'Mara asked Beth to lead them in the Pledge of Allegiance.  
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12 **Citizen's Forum**  
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14 There were no questions or comments from the audience.  
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16 **Administrative Business**  
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18 **Approval of Minutes for July 11, 2011**  
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20 **Mr. Brew moved to approve the Minutes of July 11, 2011, seconded by Mr.**  
21 **Bowler. Vote: Unanimous.**  
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23 **Approval of Payroll Register**  
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25 **Mr. Bowler moved to accept the payroll of \$239,815.44, seconded by Mr.**  
26 **Brew. Vote: Unanimous.**  
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28 **Approval of Accounts Payable Register**  
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30 **Mr. Bowler moved to accept the Accounts Payable Register of \$299,440.46,**  
31 **seconded by Mr. Grella. Vote: Unanimous.**  
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33 **Town Administrator Report**  
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35 Mr. Rose reported that he was reapplying for the Community Development Block  
36 Grant (CDBG) from HUD for the affordable housing proposal called Hidden Pond  
37 that had been denied. He stated no new hearings are needed and he will be  
38 using the same format as last time.  
39

40 Mr. Rose also asked to change the next meeting to August 15<sup>th</sup> instead of August  
41 8<sup>th</sup> and the board agreed.  
42

43 **Discussion Items**

44 **George Coddington – Anti-Litter Signage**

Mr. Coddington was following up on a proposal present on May 23<sup>rd</sup>. He stated at that meeting the board had made a motion for a budget transfer. He stated that the artwork for the signage looked good.

The board discussed that the cost for the signs would be about \$1500.00 and that there had been a motion to approve this spending but the money had not been moved.

**Mr. Bowler moved to ask the Director of Finance to prepare a budget transfer in the amount of \$1500.00 from Contingency to the appropriate line in the DPW budget, seconded by Mr. Grella.**

Mr. Brew asked the board to look at line items where there maybe savings rather than using the contingency fund.

Mr. O'Mara suggested they make the transfer from the contingency fund and then later put money back in the contingency fund.

**Mr. O'Mara suggested moving \$2000.00 from the contingency fund. Vote: Unanimous.**

The board and Mr. Coddington discussed which artwork they preferred. All agreed on the sign with the green text. The board asked Mr. Coddington to meet with Bruce Berry to discuss where the signs would go. They restated that all roads leading into town and those involving heavy traffic should have a sign.

## **Action Items**

### **Approve**

#### **Unanticipated Revenue: Police Highway Safety Grant & Police DARE Donation from AJWC**

Chief Lyons stated that the \$479.60 grant application for two spike strips was approved and a donation from the AJWC for \$1000 to support the Dare Program was received.

**Mr. Bowler moved to accept and expend the Police Highway Safety Grant of \$479.60, seconded by Mr. Grella. Vote: Unanimous.**

**Mr. Bowler moved to accept and expend the donation of \$1000.00 from the AJWC for the Dare Program, seconded by Mr. Grella. Vote: Unanimous.**

Mr. O'Mara thanked the Amherst Junior Women's Club for their generosity.

Chief Lyons and the board discussed how the police handled the heat last week. The Chief stated that there were no incidents. The board thanked Chief Lyons and Brian for their effort last week.

## **Employee Policy Handbook – Vacation Benefits Proposal**

**Mr. Bowler moved to table this because George Infanti could not be at the meeting tonight.**

Mr. O' Mara stated that Mr. Brew was prepared to discuss this issue at this meeting.

Mr. Brew stated that this issue was brought to the board's attention because employees were maxing out their vacation carryovers contrary to the policy. The draft will include the policy, how to address cases where people are not able to take vacation, and the need for an exception procedure.

**Mr. Grella seconded the motion to table this discussion till the 15<sup>th</sup> of August. Vote: Unanimous.**

## **Baboosic Community O & M Manual**

Bruce Berry discussed with the board what the O & M Manual is and why it has to be changed. CLD Consulting Engineers, Inc. has been preparing the manual for the town. With the changes in the requirements for the manual by DES, CLD is suggesting changing the entire manual and requesting a contract amendment of \$3500.00. Mr. Berry read a letter from the contractor explaining the need to revise the manual.

The board discussed why the town is using CLD and if there is money in the budget for this. Mr. Berry explained that the 43 users would be responsible for the cost. The board discussed how to break this cost out to the users. The board discussed this might be a hardship for some of the users. Mr. Berry stated there was not enough money in the maintenance money to absorb this cost. The board determined it would be \$20.25 more per quarter for each user. The board discussed that the billing is done through the DPW to the finance director and channeled to the tax collector.

**Mr. Brew moved to approve the contract amendment with CLD for \$3,500.00 and the cost being charged to the users over the next four billing quarters, seconded by Mr. Grella. Vote: Unanimous and Mr. Bowler abstained.**

## **DPW Asphalt Paving Proposals**

Bruce Berry stated this was a follow-up from last meeting. He discussed each available unit and the companies providing them, along with the pros and cons of each unit. He stated that the road commissioner would prefer a new unit. The board and Mr. Berry discussed options including lessee to own payments and the options on each unit.

**Mr. Bowler moved to make a budget transfer moving \$7,200.00 from the equipment rental line to the equipment lessee payment line in the DPW budget, seconded by Mr. Grella.**

The board discussed the purchasing policy and Mr. Berry approaching Ray Tech for a rent to purchase agreement.

**Vote: Unanimous.**

**Mr. Bowler moved to allow Bruce Berry to make a proposal to Ray Tech for the Propane Unit not to exceed \$7,200.00 per year for the next four years, seconded by Mr. Grella. Vote: Unanimous.**

### **Bridge Repair Engineering Report**

**Mr. Brew moved to allow the Chair, Mr. O'Mara, to sign on behalf of the board for the amended contract of \$3,500.00 with CLD Consulting, seconded by Mr. Bowler. Vote: Unanimous.**

Mr. Berry discussed with the board the three red listed bridges in town. He discussed how the requests for bids went out and how the company Holye Tanner & Associates was selected. He stated that the New Boston Rd. Bridge was taken off the red list but still had some issues that need to be addressed. Mr. Berry discussed an issue with old culvert pipes backing water up under the Horace Greeley Bridge and that Hoyle Tanner will be looking closer at this issue.

The board further discussed how the bids came in and how Hoyle Tanner & Associates was chosen. Mr. Berry and Mr. Rose explained that companies have to meet qualifications by the state and that the company was chosen based on their qualifications not on the price they submitted.

**Mr. Bowler moved to accept Hoyle Tanner & Associates and to allow the Chair, Mr. O'Mara, to sign the documents on behalf of the board, seconded by Mr. Brew.**

Mr. O'Mara asked to amend the motion to include dollar amounts.

**Mr. Bowler amended the motion to state that the cost of the bridge would not exceed \$50,424.00 for the Manchester Rd. Bridge and \$49,359.00 for the Horace Greeley Rd. Bridge, seconded by Mr. Brew. Vote: Unanimous.**

Mr. Berry stated that he would like to get the permitting out of the way this year, break ground next summer and do one bridge at a time. He is still working with the state so that the worst bridge will be addressed first.

### **Scenic Road Tree Removal**

Mr. Berry discussed with the board and showed pictures for the removal of three trees. He asked for permission to remove the two dead trees on Dodge Rd. and one unstable tree on Mack Hill Rd.

**Mr. Grella moved to allow the DPW to remove the three trees, two on Dodge Rd. and one on Mack Hill Rd., seconded by Mr. Bowler. Vote: Unanimous.**

### **Mack Hill Road Update**

Mr. Berry explained to the board that the work is going well despite a few surprises. The first surprise was when they went to set a catch basin over a pipe on Jones Rd., they found the pipe had crystallized. They replaced the culvert and added five catch basins. The second surprise is a Pennichuck water pipe made of asbestos concrete which is buried 5ft down, in the road 3ft from the edge. Pennichuck was asked to replace the pipe and they are not supporting the replacement. Mr. Berry stated that the pipe was uncovered by hand and he is confident they can work around the 900ft section of pipe. Mr. Berry is sending progress reports to residents using an email list and he has gotten good feedback. Mack Hill has been closed and Mr. Berry has sent emails to residents for the anticipated detours.

The board discussed Pennichuck not agreeing to replace the pipe and the risk of a break in the future causing a need to dig up the road again. The board discussed Bruce Berry having the ability to stop Pennichuck from making a cut in the road. The board approved Mr. Bowler seeking support from the Mayor of Nashua to have Pennichuck replace the pipe and when the replacement would need to happen by. The board asked Mr. Rose to find some example ordinances from other towns discussing making cuts in roads. The board discussed the current grade of the road and what it will be once the work is complete. They also discussed that other options for catch basins are being looked at.

### **Historic District Sidewalk**

Mr. Berry explained to the board the location of the sidewalk that the owner of 5 Church St. would like to remove it. He also explained that the town has not maintained this section or plowed it in the winter for many years. He stated that the owner would like to put grass there instead.

The board discussed the Historic District Board and asked the Chair of the board, James Ramsey to speak.

Mr. Ramsey clarified the specific location of the sidewalk and stated reasons for removing it.

The board discussed if that section of sidewalk is used and determined no one uses it. They also discussed if the church would need that section of sidewalk. If the sidewalk were left the DPW would need to repair it.

**Mr. Bowler moved to allow the homeowner at their expense remove the section of sidewalk in front of 5 Church St., seconded by Mr. Grella. Vote: Unanimous.**

#### **Town Hall Roof**

Mr. Berry stated that he inspected the roof and noticed on one side the shingles are curling. The other three sides look ok. The roof was re-shingled in 1998. Also there is significant rot in some of the old beams surrounding one of the chimneys and there is some crown molding in disrepair. Mr. Berry stated this is an informational discussion and that he would be putting some specifications together. Mr. Berry speculates that these repairs will take more than half of the budget for building repair. He had planned to redo the sills and some painting, but that will have to be put off.

Mr. Bowler asked if these issues could be put off till next year so that they could be combined into a warrant article. He also stated that the trim on the building needs to be painted.

Mr. Berry stated that the work could be put off, but there are a few leaks. Also, there is a significant issue at the police station, with the sally port over the furnace room. The structural beam and the floor are rotting and will need to be replaced in a short time.

The board discussed the small building repair budget makes it difficult to repair all of the things needed in the nine town buildings. The board discussed pushing these repairs off to make a warrant article, but to also look into what else may need to be done, so that can also be put in the warrant article. The board also discussed a capital reserve for the town's buildings. The board asked Mr. Berry to get some firmer estimates for cost and to include the repairs needed at the police station.

#### **Abatelements**

**Mr. Bowler moved to accept the Petition and Pole License on Fellows Farm Rd., seconded by Mr. Grella. Vote: Unanimous.**

**Mr. Bowler moved to accept the LUCT of \$850.00 for 481 Boston Post Rd., Map 002, Lot 169-000, seconded by Mr. Grella. Vote: Unanimous.**

**Mr. Bowler moved to accept the LUCT of \$13,500.00 for 479 Boston Post Rd., Map 002, Lot 169-001, seconded by Mr. Grella. Vote: Unanimous.**

Mr. Bowler moved to accept the LUCT of \$13,500.00 for 477 Boston Post Rd., Map 002, Lot 169-002, seconded by Mr. Grella. Vote: Unanimous.

Mr. Bowler moved to accept the LUCT of \$13,500.00 for 475 Boston Post Rd., Map 002, Lot 169-003, seconded by Mr. Grella. Vote: Unanimous.

For each abatement, Mr. Bowler read a letter written by the property owner.

Mr. Bowler moved to accept the abatement for 1 Tranquility Lane, Map 006, Lot 006-003 in the amount of \$348.16, seconded by Mr. Grella. Vote: Unanimous.

Mr. Bowler made a motion to deny the abatement for 10 Columbia Drive, Map 002, Lot 028-009, seconded by Mr. Grella. Vote: Unanimous.

Mr. Bowler made a motion to deny the abatement for 36 Peacock Brook Lane, Map 002, Lot 009-000-018, seconded by Mr. Grella. Vote: Unanimous.

#### Old Business

Mr. Bowler stated that the filing period for the Town Administrator position has closed and they will be looking at applications and doing interviews. The board will need to meet before the 15<sup>th</sup> meeting to review possible candidates in non-public sessions.

Mr. Grella stated that he met with Mr. Berry and two residents of Mack Hill and will come to an agreement with Mr. Berry. The residents are pleased.

Mr. O'Mara gave Mr. Rose an invitation from the Milford Rotary for Public Safety to participate in a 9/11 memorial and asked Mr. Rose to have the departments RSVP.

#### New Business

No new business.

#### Non-Public Session

Mr. Bowler moved to go into non-public session under RSA 91-A:3II(b) at 8:16pm, seconded by Mr. Grella. Roll Call: Bowler-Yes, Grella-Yes, O'Mara-No, and Brew-Yes.

While in non-public session, the Board reviewed applications for the Town Administrator position.

Mr. Grella moved to re-enter public session at 8:46 p.m., second by Mr. Brew. Roll call vote: Mr. Brew – yes; Mr. Bowler – yes; Mr.

320 **Grella – yes.**

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322 No motions were made and no votes were taken while in non-public  
323 session.

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**Adjourn**

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326 **A motion was made by Mr. Grella to adjourn the meeting at**  
327 **8:48 p.m., second by Mr. Brew. Vote: Unanimous.**

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